**ANGEL Update: You Can Merge Again!**

by Janet Mayer

With the upgrade to ANGEL 7.3, the ability for faculty to merge their own courses was removed. Access to the Merge manager to faculty has now been restored. It works much differently now. Here are the basic Merge steps:

1. Enter the course with the lowest section number of the ones you’d like to merge. This will become the main course shell for your combined rosters. The library has been instructed to look for the lowest section number to publish e-reserves into, so making the same selection will keep materials in the same place.

2. Manage  -> Roster  -> Roster Synchronization  -> Add Roster

3. Check the course(s) you want to merge.

Please keep both options selected:

- Create teams for each synchronized roster and assign students to the teams based on enrollment
- Disable synchronized courses to disallow student access*

Click OK

*It is very important that source courses remain disabled. If you do not check this option, students will have multiple course listings for the course on their ANGEL home page.

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**Celebrate Earth Day on April 22nd, and all year long!**

- Replace office ink jet printers with centralized office or department networked laser printer(s), and enjoy some exercise as a side benefit!
- Print only what you need by using the “page range” function and selecting the appropriate pages before hitting ‘print’.
- Use duplex printing when available. Select the printer then “properties” and “print on long edge” before hitting ‘print’.
- Print more than one page per sheet. This is a built in option in Word and PowerPoint, but is often able to be set at the printer level as well. It may be difficult to read, depending upon # of pages per sheet, but it is an option.

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**Phish or No Phish???</strong>

What does a phishing web site look like? Usually, just like the real thing!

Can YOU spot the differences between a real site and a fraudulent one?

Test your skills and knowledge with a short quiz:

[http://www.phish-no-phish.com](http://www.phish-no-phish.com)

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**CIT 2010** (Conference on Instructional Technologies) May 25-28 at SUNY Plattsburgh Registrations accepted online at: [http://www.cit.suny.edu](http://www.cit.suny.edu)

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Fighting Back Against Identity Theft

Deter-Detect-Defend Avoid Theft-Federal Trade Commission Campaign:  www.ftc.gov/idtheft

The Federal Trade Commission’s educational campaign is centered around the “Deter-Detect-Defend” slogan, and various publications are available for the general public. The ITS Administrative Office in Reed Library, and the Help Desk in Thompson Hall have tri-fold brochures available, or you can access the brochure information here: http://www.ftc.gov/bcp/edu/pubs/consumer/idtheft/idt01.pdf The FTC message follows:

DETER identity Thieves by safeguarding your information (or, substitute ‘your information’ with ‘SUNY Fredonia’ information).
- Shred documents.
- Protect Social Security Number(s).
- Don’t give out personal information on the phone, through the mail, or over the Internet unless you know who you are dealing with.
- Never click on links sent in unsolicited emails.
- Don’t use an obvious password like your birth date, your mother’s maiden name, or the last four digits of your Social Security number.
- Keep your personal information in a secure place.

DETECT suspicious activity by routinely monitoring your financial accounts and billing statements.
- Be alert to signs that require immediate attention (bills that do not arrive as expected, unexpected credit cards or account statements, denials of credit for no apparent reason, calls or letters about purchases you did not make).
- Inspect your credit report and financial statements.

DEFEND against ID theft as soon as you suspect it.
- Place a “Fraud Alert” on your credit reports, and review the reports carefully.
- Close accounts.
- File a police report.
- Report the theft to the Federal Trade Commission.

Common ways ID Theft Happens:

1. Dumpster Diving - They rummage through trash looking for bills or other paper with your personal information on it.
2. Skimming - They steal credit-debit card numbers by using a special storage device when processing your card.
3. Phishing - They pretend to be financial institutions or companies and send spam or pop-up messages to get you to reveal your personal information.
4. Changing Your Address - They divert your billing statements to another location by completing a “change of address” form.
5. “Old-Fashioned” Stealing - They steal wallets and purses; mail, including bank and credit card statements; pre-approved credit offers; and new checks or tax information. They steal personnel records from their employers, or bribe employees who have access.
Copying ANGEL Courses

by Janet Mayer

There are two methods of copying course materials into your new course shell. One method is to use the Add Content link in the Content tab. While many faculty members use this method, it’s not the best way to copy your course. If you just copy the content, you will still need to change your theme, arrange the nuggets, add your links, and copy your grade book, which are individual tasks.

The best way to copy your course over into the new course shell is to use the Course Import option in the Manage tab:

- Manage -> Course Import
- Choose Copy Course (the last item)
- Click the Copy button

This method of copying your course brings over all the course settings in addition to the content. Please remember that your E-Reserves will be expired and need to be requested each semester from Reed Library Circulation. Also, if you use the merge feature, you should merge your courses

<table>
<thead>
<tr>
<th>Email Systems</th>
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<th>% Used</th>
<th># Preferred</th>
<th>% Preferred</th>
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Reminder for faculty using teaching computer labs and smart classrooms in the fall…

The ITS HelpDesk staff will be reconfiguring all of the OPEN Teaching Labs and Smart Classrooms over the summer. PC’s will be upgraded to Windows 7 and Smart Classroom Macintosh computers will be upgraded to Snow Leopard. Please see the list below of standard software installations for open teaching labs and smart rooms. If you need software other than what is currently listed, please contact the HelpDesk by June 15th with your needs. You will need to provide the CD/DVD and proof of licensing in order for the software to be installed.

Smart Classroom PCs and Macintosh computers standard software installs:

<table>
<thead>
<tr>
<th>Smart Classroom PC Software</th>
<th>Smart Classroom Macintosh Software</th>
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<tbody>
<tr>
<td>Windows 7</td>
<td>OS X Snow Leopard</td>
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<tr>
<td>Microsoft Office 2007</td>
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<tr>
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<td>Ghost</td>
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<tr>
<td>VEGA</td>
<td>Visual Studio 2008</td>
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<tr>
<td>Real Player</td>
<td>JDeveloper</td>
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<tr>
<td>PowerDVD</td>
<td>Perian</td>
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Special software requests are NOT carried over from year to year. If you need software that is not currently on the standard list for a room, you need to request an install for Fall 2010. Please also confirm with the textbook publisher or software vendor that the software you want installed is compatible with Windows 7 or Snow Leopard.

PLEASE NOTE: Software requests submitted after July 16th will NOT be included in the Teaching Labs or Smart Classrooms for the Fall opening of classes. Requests made after July 16th will be installed during the October break.
Meet Ms. Lotte Morse, ITS Graphic Artist
2010 President’s Award for Excellence in Professional Service

In a SUNY Fredonia career that began in 1978, Charlotte Morse, aka “Lotte” has established herself as a very talented and dedicated graphic artist in Academic Information Technology. She’s known as a motivated artist with a flair for creativity and expertise in computer graphics and media arts.

Ms. Morse has graphic design responsibility, from concept through production, of instructional materials, such as publication graphics, signage, departmental flyers, poster presentations, plaques and campus designs.

She Illustrated the educational children’s book, “Does a Pigeon Bark?: 212 Fun, Educational Activities For Young Children” written by Philip Morse, emeritus professor of Education and published in 2008. In that same year, a scenic photograph that she took of a local vineyard appeared in the Concord Grape Belt Heritage Association calendar.

In 1980 Ms. Morse was initiated into Phi Eta Sigma Freshman Honor Society at Fredonia. She was nominated for the Chancellor’s Award for Excellence in Professional Service in 1982. Receiving a Professional Development & Quality of Working Life (PDQWL) study grant enabled her to spend her 1986-87 sabbatical year enrolled at the Academy of Art University in San Francisco. The computer graphics created during her sabbatical were subsequently published in the December issue of “Audiovisual Communications.”

After earning a bachelor’s degree in Fine Arts from Rochester Institute of Technology, Morse worked as a technician, illustrator, staff artist and graphic designer in private industry in Buffalo, and Rochester before joining SUNY Fredonia.

The 10 Most Common Passwords
Is yours one of them?!? If it is, change it!

1. PASSWORD
2. 123456
3. QWERTY
4. ABC123
5. LETMEIN
6. MONKEY
7. MYSPACE1
8. PASSWORD1
9. BLINK182
10. (YOUR FIRST NAME)

BE SECURE!!!
BE UNIQUE!!!
Dear Geek,

Most of the time ANGEL works pretty well for me. I mostly access documents and links and the email always gets forwarded to my Fredonia email account. However, I often have difficulties when I’m trying to send an email or take a test. My classmates don’t have these problems. Why is this happening?

Thank you,

Joseph T.

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Dear Joseph,

I suspect you are using an unsupported browser. ANGEL works with:

PC: Internet Explorer 7 and Firefox
MAC: Firefox 2

It will not work with Chrome, Safari or other browsers. You can tell if you have a supported browser by using the section called Test Your System on the ANGEL home page. If you are using a supported browser and have the correct cookie and pop-up settings, you should see all green checkmarks like this:

If this doesn’t solve your problem, please enter a FredQuest ticket and someone will help you figure this out. https://fredquest.fredonia.edu

Sincerely,

The Geek